

HOUSING AUTHORITY of the County of Los Angeles

Administrative Office 2 Coral Circle • Monterey Park, CA 91755 323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina Mark Ridley-Thomas Zev Yaroslavsky Don Knabe Michael D. Antonovich Commissioners

Sean Rogan *Executive Director*

June 2, 2009

Honorable Board of Commissioners Community Development Commission of the County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, California 90012

Honorable Board of Commissioners
Housing Authority of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

ADOPTED

BOARD OF COMMISSIONERS HOUSING AUTHORITY

1-H

JUNE 9, 2009

SACHI A. HAMAI EXECUTIVE OFFICER

APPROVE THE FISCAL YEAR 2009-2010 BUDGETS OF THE COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY (ALL DISTRICTS) (3 VOTE)

SUBJECT

This letter recommends approval of the Fiscal Year 2009-2010 Budgets of the Community Development Commission of the County of Los Angeles (Commission) and the Housing Authority of the County of Los Angeles (Housing Authority).

IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS OF THE COMMUNITY DEVELOPMENT COMMISSION:

- 1. Adopt and instruct the Chairman to sign a Resolution approving the Commission's Fiscal Year 2009-2010 Budget, which includes revenues and expenditures of \$149,085,200.
- Adopt and instruct the Chairman to sign a Resolution approving the cost allocation model developed in conjunction with the Commission's outside auditors, Klynveld Peat Marwick Goerdeler (KPMG), in April 2002.



- 3. Determine that the use of \$122,955 for planning and administrative expenses charged to the Low- and Moderate-Income Housing Fund is necessary for production, improvement, or preservation of low- and moderate-income housing for the designated redevelopment project areas of the County.
- 4. Instruct the Executive Director to implement the Commission's Fiscal Year 2009-2010 Budget and take all related actions for this purpose, including the execution of all required documents.
- 5. Approve the transfer of the Traffic Violator School Monitoring (TVSM) program from the Housing Authority to the Commission and take all necessary steps to implement said transfer, including execution of all necessary documents, subject to consent by the Los Angeles County Superior Court and the Los Angeles County Sheriff's Department, and review and approval by County Counsel.
- 6. Find that the approval of the Commission's Fiscal Year 2009-2010 Budget is not subject to the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA.

IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY:

- 1. Adopt and instruct the Chairman to sign a Resolution approving the Housing Authority's Fiscal Year 2009-2010 Budget, which includes revenues and expenditures of \$309,908,000.
- 2. Instruct the Chairman to sign the Transmittal Resolution certifying submission of the Housing Authority's Fiscal Year 2009-2010 Budget by your Board to the U.S. Department of Housing and Urban Development (HUD).
- 3. Adopt and instruct the Chairman to sign a Resolution approving the cost allocation model developed in conjunction with the Housing Authority's external auditors, KPMG, in April 2002.
- 4. Instruct the Executive Director to implement the Housing Authority's Fiscal Year 2009-2010 Budget and take all related actions for this purpose, including execution of all required documents.

- 5. Approve the transfer of the TVSM program from the Housing Authority to the Commission and take all necessary steps to implement said transfer, including execution of all necessary documents, subject to consent by the Los Angeles County Superior Court and the Los Angeles County Sheriff's Department, and review and approval by County Counsel.
- 6. Find that the approval of the Housing Authority's Fiscal Year 2009-2010 Budget is not subject to CEQA because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended actions is to establish new fiscal year appropriation authorities for the Commission and the Housing Authority for ongoing and anticipated activities.

The Commission must receive formal approval annually for its cost allocation plan that was developed in 2002 by KPMG, its external auditors at the time. The details of the allocation plan were previously submitted to your Board in May 2007, and subsequently approved in June 2007. The allocation methodology remains the same for Fiscal Year 2009-2010.

The Commission is implementing the final phase of the general salary adjustment of 2.5%, which was approved by the Board on June 5, 2007, for Fiscal Year 2009-2010. Additionally, the Commission is adjusting the salary ranges to reflect the 2.5% general salary adjustment to keep the salary schedule properly aligned. The Commission implemented the first phase of the general salary adjustment by providing a 5% increase on July 1, 2007. However, the Commission elected to forego the second phase of the general salary adjustment for Fiscal Year 2008-2009 due to budget constraints. The Commission continues to operate on a pay for performance compensation plan that allows for annual merit increases based upon employee performance.

The TVSM program was originally established as a Housing Authority program with the intent of providing jobs for Housing Authority tenants. While the Housing Authority has been able to fill several positions with tenants over the years, most of the positions are occupied by non-tenants. We recommend the transfer of this program to the Commission as part of an agency-wide effort to realign programs, missions, and administration. Tenants will still be able to be referred to TVSM for jobs. The transfer will be subject to the consent of the Los Angeles County Superior Court, for whom the Housing Authority administers the program, and the Los Angeles County Sheriff's Department.

FISCAL IMPACT/FINANCING

The Commission and Housing Authority's combined Fiscal Year 2009-2010 Budgets total \$458,993,200, an increase of \$19,359,800, or 4.4%, over Fiscal Year 2008-2009. The increase is due to an increase in the Housing Authority's housing assistance payments, increased expenditures anticipated for the County Homeless Program and, additional Federal revenue from two economic stimulus programs; the Homelessness Prevention and Rapid Re-housing Program (HPRP) and new Capital Fund Program funds authorized under the American Recovery and Reinvestment Act of 2009 (ARRA), and the Neighborhood Stabilization Program (NSP) authorized under the Housing and Economic Recovery Act of 2008 (HERA).

A total of \$13.8 million in Commission and Housing Authority general funds and reserves are budgeted for Fiscal Year 2009-2010. These funds will be used for priority initiatives that require additional funding, such as technology enhancement projects to increase productivity and the quality of services, and support services promoting self-sufficiency for families participating in Housing Authority programs. Based on a recent actuarial report, the Commission is also budgeting \$2.2 million in general funds to build reserves to fund future year Retiree Medical expenditures.

The combined Fiscal Year 2009-2010 Budgets include \$42,692,800 in County funds which the Chief Executive Officer (CEO) is recommending to support the University of California Cooperative Extension Program, the South Whittier Resource Center, the Homeless and Housing Program Fund (HHPF), the Homeless Service Center Funds (HSCF), Emergency Shelter Funds, Revolving Loan Funds, various First, Second and Fourth Supervisorial District capital projects, and Fraud Investigation efforts in the Antelope Valley.

Major Funding Sources

The combined Fiscal Year 2009-2010 Budgets include \$149,085,200 for the Commission and \$309,908,000 for the Housing Authority. The budgets consist primarily of federal funding provided by HUD for housing and community development programs. Local revenue sources include public housing dwelling rental income and redevelopment tax increment funds, including those administered on behalf of the City of Industry.

Community Development Commission

In Fiscal Year 2009-2010, the Commission's programs will be supported by four major funding sources; Community Development Block Grant (CDBG) funds, State and County Revenue, HOME Investment Partnership funds, and Other Federal Revenue.

The 2009-2010 CDBG Program is budgeted at \$50.4 million, which includes the annual Federal Entitlement and unspent prior-year carryover funds. CDBG funds will be used

by the Commission, the Housing Authority, 47 participating cities, seven County departments, 57 community-based organizations, and other public agencies.

State and County Revenue is budgeted at \$46 million, which consists primarily of \$29.5 million in Homeless Support Program funds for the expansion and rehabilitation of Emergency Shelters and the City Community Capital program and services. It also includes \$12.1 million for the design and/or construction of various First, Second and Fourth Supervisorial District construction projects.

The HOME Investment Partnership Program is budgeted at \$17.9 million, and provides for loans to developers, single and multifamily rehabilitation, and the First Time Homebuyers program.

Other Federal Revenue is budgeted at \$13.2 million, and is comprised of \$6.1 million in HPRP funds and \$7.1 million in NSP funds. HPRP funds will be used for housing assistance and homeless prevention to individuals who would otherwise become homeless, and to rapidly re-house persons who are homeless. NSP funds will be used to purchase foreclosed or abandoned homes in order to stabilize neighborhoods and stem the decline of home values.

Housing Authority

In Fiscal Year 2009-2010, the Housing Authority's programs will be supported by four major funding sources; Housing Assistance Payments, Public Housing Program Funds, Public Housing Modernization Funds and City of Industry Tax Increment Funds.

The Section 8 Housing Assistance Payments are budgeted at \$243.7 million, and are used to provide rental assistance to approximately 23,175 low- and very-low income families and seniors, and an additional 226 units for tenants residing at the Kings Road and Lancaster Homes project based Section 8 public housing sites.

The Public Housing Program funding is comprised primarily of \$7.3 million in operating subsidies and \$11.4 million in rent revenues. These funds are used to manage and maintain 3,636 public housing units, and to provide resident services. The Public Housing budget also includes for \$2.7 million in replacement reserves and \$3.8 million in block grant funds for rehabilitation efforts at various public housing sites.

The Public Housing Capital Fund Program is budgeted at \$12.2 million, which includes \$2.5 million of the \$7.4 million allocated in ARRA funds, and is used to provide continuous rehabilitation and improvements at Housing Authority-owned public housing sites.

City of Industry Tax Increment Funds are budgeted at \$16.9 million for the Housing Authority for the development of housing for low-income individuals, families, and special needs populations.

Staffing

For Fiscal Year 2009-2010, the Commission is budgeting 557 regular positions and 65 contract positions for a total of 622 positions. This is a reduction of 34 positions from the Fiscal Year 2008-2009 budgeted positions, 18 of which were filled and 16 were vacant. These reductions consisted of 29 regular and five contract positions, and were eliminated from the budget in an effort to reduce administrative costs, improve operational efficiencies, and to align with funding received. The number of regular positions remains constant due to conversion of existing contract staff to regular employment status.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In January 2001, the Commission and the Housing Authority, with the concurrence of the County Auditor-Controller, developed an administrative policy for establishing a capital budget. Fiscal Year 2009-2010 marks the ninth year that Housing Authority will submit a capital budget that details ongoing and future projects. The Fiscal Year 2009-2010 operating budget includes \$3.5 million in Housing Authority capital projects for ongoing and new projects.

On May 26, 2009, your Board approved the 2009-2010 One Year Action Plan for the allocation of federal funds (Action Plan), which includes the planned use of CDBG, HOME, and Emergency Shelter Grant (ESG) funding by the Commission, the Housing Authority, County departments, participating cities, and community-based organizations. The Action Plan was created with citizen input, as required by federal regulations. The recommendations approved by your Board are reflected in the proposed Fiscal Year 2009-2010 Budgets.

The Fiscal Year 2009-2010 budgets include \$1,024,000 of the Second District's CDBG allocation which is pending District approval. The proposed funding includes \$90,000 for the Housing Authority, and \$934,000 for Commission programs.

Adoption of the attached Resolutions approving the Fiscal Year 2009-2010 Budgets is necessary to establish new fiscal year appropriation authorities for the Commission and the Housing Authority, to receive funding, and to comply with Federal Notice 94-66 (Public Housing Authority) from HUD's Office of Public and Indian Housing, issued September 21, 1994. HUD Form 52574 must also be approved by your Board to certify approval of the Housing Authority's operating budget. In addition, per the California Health and Safety Code, Section 33334.3, the Board must determine that a portion of tax increment funds set aside for the production, improvement or preservation of lowand moderate-income housing can be used for planning and administrative expenses, and that a total of \$122,955 may be used for this purpose during Fiscal Year 2009-2010.

County Counsel has approved the attached Resolutions as to form. On April 22, 2009. the Housing Commission recommended approval of the Housing Authority's Fiscal Year 2009-2010 Budget and related actions.

CONTRACTING PROCESS

HOME funds and City of Industry Tax Increment funds are allocated to developers through an annual competitive proposal process. These funds are used to develop multifamily rental, senior rental, affordable for-sale and special needs housing. Projects are selected to maximize the impact of these housing funds based on viability, financial feasibility, appropriateness to geographic location, and community need. The HOME funds are used in unincorporated County areas and participating cities. The City of Industry funds are used within a 15-mile radius of the City of Industry.

Each of the five Supervisorial Districts allocate and award CDBG funds to non-profit agencies to conduct projects that address housing and community development needs of the County.

ENVIRONMENTAL DOCUMENTATION

Approval of the Commission and Housing Authority's Fiscal Year 2009-2010 Budgets is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because they involve administrative activities that will not have a physical impact or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b) because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES AND PROJECTS

Approval of the Fiscal Year 2009-2010 Budgets will enable the Commission and the Housing Authority to conduct program activities to benefit low- and moderate-income residents of the County and participating cities.

Respectfully submitted,

SEAN ROGAN

Executive Director

Chief Executive Officer CC: **Acting County Counsel**

Executive Officer, Board of Supervisors

Attachments: 6

RESOLUTION APPROVING THE 2009-2010 FISCAL YEAR BUDGET OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES

WHEREAS, it is necessary for the Board of Commissioners of the Community Development Commission of the County of Los Angeles to adopt an annual budget.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Community Development Commission of the County of Los Angeles, hereby adopts the following budgeted revenues and appropriations for the Community Development Commission of the County of Los Angeles for the 2009-2010 Fiscal Year, as set forth in the Annual Budget.

Estimated Funding:	<u>\$149,085,200</u>
Expenditure and Reserve Appropriations:	<u>\$149,085,200</u>
APPROVED AND ADOPTED by the Board of Commission Development Commission of the County of Los Angeles, 2009.	ners of the Community on this day of
ATTEST:	
SACHI A. HAMAI Executive Officer-Clerk of the Board of Commissioners	
By: By: Chairman of Commission	the Board of ers
APPROVED AS TO FORM: ROBERT E. KALUNIAN Acting County Counsel	
By: Deputy	

RESOLUTION APPROVING THE FISCAL YEAR 2009-2010 COST ALLOCATION PLAN OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Community Development Commission of the County of Los Angeles has received the Cost Allocation Plan for Fiscal Year 2009-2010 and has found:

- That the proposed cost allocation plan is a reasonable and supportable methodology of allocating centralized administration costs to housing and/or development programs.
- That the proposed cost allocation plan will be consistent with cost principles set forth in the Office of Management & Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments and other generally applied cost allocation methods.

WHEREAS, it is necessary for the Board of Commissioners of the Community Development Commission of the County of Los Angeles to adopt a cost allocation plan.

NOW, THEREFORE, the Board of Commissioners of the Community Development Commission of the County of Los Angeles, hereby resolves as follows:

1. The above recitals are true and correct.

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- 2. The Community Development Commission of the County of Los Angeles adopts the following cost allocation plan, as required by the U.S. Department of Housing and Urban Development (HUD).
- 3. This resolution shall take effect immediately following Board approval and will be effective until a major change is proposed to be made in the methodology, at which time, the new cost allocation plan will be submitted for approval by this governing body.

APPROVED AND ADOPTED by the Development Commission of the Co, 2009.	e Board of Commissioners of the Community bunty of Los Angeles on the day of
ATTEST:	
SACHI A. HAMAI Executive Officer – Clerk of The Board of Commissioners By: Deputy	By: Chairman of the Board of Commissioners
APPROVED AS TO FORM: ROBERT E. KALUNIAN Acting County Counsel By: Bules Seed	

RESOLUTION APPROVING THE FISCAL YEAR 2009-2010 BUDGET OF THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Budget for Fiscal Year 2009-2010 and has found:

- 1. That the proposed expenditures are necessary for the efficient and economical operation of housing programs for the purpose of serving low-and very-low income families.
- 2. That the budget is reasonable in that:
 - (a) It indicates a source of funding adequate to cover all proposed expenditures.
 - (b) It does not provide for use of federal funding in excess of that payable under the provisions of 24 Code of Federal Regulations Part 990.
- 3. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contracts with the U.S. Department of Housing and Urban Development.
- That no employee serving in a variety of positions is reflected in the operating budget as serving an aggregate amount of time exceeding 100 percent.
- 5. That the U.S. Department of Housing and Urban Development requires that the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt an annual budget.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles hereby resolves as follows:

- 1. The above recitals are true and correct.
- 2. The Housing Authority of the County of Los Angeles adopts the following budgeted revenues and appropriations for Fiscal Year 2009-2010, as set forth in the Annual Budget for the Housing Authority of the County of Los Angeles:

Estimated Funding

\$309,908,000

Expenditure and Reserve Appropriations:

\$309,908,000

- 3. That the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.
- This Resolution shall take effect immediately.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this day of JVNE, 2009.

ATTEST:

SACHI A. HAMAI

Executive Officer-Clerk of the Board of Commissioners

Deputy

Chairman of the Board of

Commissioners

APPROVED AS TO FORM: ROBERT E. KALUNIAN Acting County Counsel

Deputy

ADOPTED
BOARD OF COMMISSIONERS
HOUSING AUTHORITY

r-1-H

JUN 0 9 2009

SACHI A. HAMAI SACHI A. HAMAI EXECUTIVE OFFICER PHA Board Resolution Approving Operating Budget

U.S. Department of Housing and Urban Development Office of Public and Indian Housing -

OMB No. 2577-0026 (exp. 10/31/2009)

form HUD-52574 (08/2005)

Real Estate Assessment Center (PIH-REAC)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the County of Los Angeles	PHA Code: CA002
PHA Fiscal Year Beginning: July 1, 2009	Board Resolution Number: 1-H
Acting on behalf of the Board of Commissioners of the a certifications and agreement to the Department of Housin approval of (check one or more as applicable):	bove-named PHA as its Chairperson, I make the following ng and Urban Development (HUD) regarding the Board's DATE
_	JUN 0 0 2000
Operating Budget approved by Board resolution on:	06/82/2069/09
Operating Budget submitted to HUD, if applicable, o	n:
Operating Budget revision approved by Board resolu	tion on:
Operating Budget revision submitted to HUD, if appl	licable, on:
I certify on behalf of the above-named PHA that:	
1. All statutory and regulatory requirements have been met;	
2. The PHA has sufficient operating reserves to meet the wo	orking capital needs of its developments;
 Proposed budget expenditure are necessary in the efficier serving low-income residents; 	nt and economical operation of the housing for the purpose of
4. The budget indicates a source of funds adequate to cover	all proposed expenditures;
5. The PHA will comply with the wage rate requirement un-	der 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to	records and audits under 24 CFR 968.110(i).
I hereby certify that all the information stated within, as well if applicable, is true and accurate.	as any information provided in the accompaniment herewith,
Warning: HUD will prosecute false claims and statements. U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)	Conviction may result in criminal and/or civil penalties. (18
Print Board Chairperson's Name: Signature:	ING AUTHON Dates on a
Don Knabe, Chairman	Date JUN 0 9 2009
Previous editions are obsolete	form HIID-52574 (08/2005)

RESOLUTION APPROVING THE FISCAL YEAR 2009-2010 COST ALLOCATION PLAN OF THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Cost Allocation Plan for Fiscal Year 2009-2010 and has found:

- 1. That the proposed cost allocation plan is a reasonable and supportable methodology of allocating centralized administration costs to housing and/or development programs.
- 2. That the proposed cost allocation plan will be consistent with cost principles set forth in the Office of Management & Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments and other generally applied cost allocation methods.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt a cost allocation plan.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles, hereby resolves as follows:

3. The above recitals are true and correct.

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- 4. The Housing Authority of the County of Los Angeles adopts the following cost allocation plan, as required by the U.S. Department of Housing and Urban Development (HUD).
- 5. This resolution shall take effect immediately following Board approval and will be effective until a major change is proposed to be made in the methodology, at which time, the new cost allocation plan will be submitted for approval by this governing body.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on the day of day of _______, 2009.

ATTEST:

SACHI A. HAMAI

Executive Officer - Clerk of The Board of Commissioners

By:

Deputy

Chairman of the Board of Commissioners

APPROVED AS TO FORM: ROBERT E. KALUNIAN Acting County Counsel

Deputy

COMMUNITY DEVELOPMENT COMMISSION HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MONTHLY SALARY SCHEDULE EFFECTIVE JULY 1, 2009

CLASSIFICATION	LEVEL	 	LEV	LEVEL II	LEVEL III	= :	LEVE	LEVEL IV	LEVEL V	=F V	LEVEL VI	L VI
MAINTENANCE WORKER	2529	3318	2917	3983	3653	4988	4020	5487	4422	6035	5258	7453
DEVELOPMENT SPECIALIST	3348	4394	3720	5272	4464	6328	5515	7816	5852	8604		
INFORMATION SYSTEMS SPECIALIST	3301	4506	3618	4938	4331	7275	6259	8223	0869	9162		
PROGRAM SPECIALIST	2841	3729	3158	4477	3789	5372	4384	6445				
ARCHITECT/ENG. SPECIALIST	4231	5552	4701	6999	5640	7994	6526	9595				
ACCOUNTANT	3329	4369	3699	5244	4439	6476	5044	7416				
ANALYST	3828	5024	4254	0809	5106	7235	5800	8528				
EXECUTIVE ASSISTANT	3516	4985	3762	5333	4025	5029	4307	6105				
ACCOUNTING TECHNICIAN	2295	3012	2550	3616	2951	4338		***************************************				
OFFICE ASSISTANT	1878	2465	2075	2941	2551	3749						
TRAINEE	1422	1866	1522	2332	1676	2612						
ADMINISTRATIVE ASSISTANT	2957	4192	3286	4658						••••••••••		
CONSULTANT	5713	8397	6056	9238								
MANAGER	6944	9479	7738	11373								
RESIDENT MANAGER	1439	2721	1583	2994								
DIRECTOR	8883	13059								***************************************		
ASSISTANT EXECUTIVE DIR.	9772	14368										
Ranges will be adjusted to conform with minimum wage as required by Federal or State law	num wage	e as requ	ired by F	ederal or	State la	N.						